

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 10-206**



1 JULY 2026

Operations

OPERATIONAL REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AF/A34C

Certified by: AF/A34; Space Force
Service Authority: SF/S3/4/7

Supersedes: AFMAN10-206, 18 JUNE 2018

Pages: 22

This instruction implements Department of the Air Force Policy Directive (DAFPD) 10-2, *Readiness*, CJCSM 3150.03, *Joint Reporting Structure Event and Incident Reports*, and CJCSM 3150.05, *Joint Reporting System Situation Monitoring Manual*, is consistent with DAFPD 10-8, *Defense Support of Civil Authorities (DSCA)*, and supports DAFPD 13-1, *Command and Control (C2) Enterprise*. It applies to all Department of the Air Force (DAF) personnel including those in the United States Air Force (USAF), United States Space Force (USSF), Air National Guard (ANG), Air Force Reserve (AFR), and Civil Air Patrol (CAP). It establishes and describes the Department of the Air Force Operational Reporting (OPREP) System. Refer recommended changes and questions about this publication to the OPR using DAF Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to AF/A34C or SF/S33P (as applicable) for coordination prior to certification and approval. The authorities to waive requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include the incorporation of USSF; the removal of **Chapter 9**, Nuclear Command, Control, and Communications (NC3) Reporting; the relocation of **Chapter 8**, Emergency Mass Notification System (EMNS) to AFMAN 10-207; updates to the DAF reporting times, formats, and procedures; the incorporation of DAF Commander's Critical Information Requirement (CCIR); and updated roles and responsibilities.

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Chapter 1

OVERVIEW

1.1. DAF Reporting System. The DAF Reporting System provides senior leaders, including the Secretary of War (SecWar), Chairman, Joint Chiefs of Staff (CJCS), Secretary of the Air Force (SECAF), Chief of Staff of the Air Force (CSAF), Chief of Space Operations (CSO), and senior leaders at all levels, with essential information for situational awareness, operational decision-making, and force direction.

1.1.1. This instruction includes requirements derived from CJCSM 3150.03, *Joint Reporting Structure Event and Incident Reports*, and CJCSM 3150.05, *Joint Reporting System Situation Monitoring Manual*. Air and Space Force commanders will use this instruction as the primary source for reporting Situation Report (SITREP), Defense Support of Civil Authorities (DSCA), OPREP-3, and DAF CCIR information to the SecWar, CJCS, and DAF leadership. **(T-1)** OPREP-3 and DAF CCIRs do not replace the requirement for more detailed reports, such as SITREPs and other directorates' accident or incident investigation reports. Transmitting an OPREP-3 or DAF CCIR does not change, nor is it a substitute for any report required by other directives.

1.1.2. In accordance with CJCSM 3150.03, *Joint Reporting Structure Event and Incident Reports*, and this publication, commanders will use OPREP-3 or DAF CCIRs to immediately notify higher headquarters (HHQ) of significant events or incidents to the highest levels of command. **(T-0)** Echelons below the Service level will develop and implement reporting requirements for their Area of Responsibility for events and incidents that do not meet or exceed national or DAF-level interest. **(T-1)** Major Command (MAJCOM), Institutional Field Command (FLDCOM), Component Field Command (C-FLDCOM), Direct Reporting Units (DRU), and Field Operating Agencies (FOA) will not use flagwords PINNACLE and BEELINE, or DAF CCIR as naming conventions. **(T-1)**

1.1.3. Due to the time sensitivity of OPREP-3 and DAF CCIR information, report each event and incident promptly and as accurately as possible. The first Installation, Wing, or Delta Commander having knowledge of an event/incident will accomplish reporting. Commanders will accomplish the applicable report regardless of whether the event is being reported through other channels. **(T-1)** Reports will not be delayed to obtain additional information. **(T-1)** Commanders will not delay transmission of an OPREP-3 or DAF CCIR to research whether another unit is also transmitting the report. **(T-1)** In the case of multiple report transmissions, the applicable Service Watch Cell will decide which unit will continue transmitting follow-up reporting based on information received. **(T-1)**

1.2. Reporting Element. The Installation, Wing, or Delta Commander will be responsible and accountable for all required reporting and retain the authority to submit reports. The Commander may further delegate this authority to other designated officials.

1.2.1. USAF Units: Qualified 1C3X1s or personnel assigned to the wing or installation command post, or specialized C2 element will transmit reports on the commander's behalf. **(T-3)** If delegated, individuals will be trained by a qualified 1C3X1, on the reporting tasks outlined in the 1C3X1 Career Field Education and Training Plan (CFETP). **(T-1)**

1.2.2. USSF Units: Commanders will utilize their Installation C2 node (formerly known as Command Post) or FLDCOM Command Center to submit OPREP-3Ps. If delegated, individuals will be trained in accordance with USSF/S33 requirements. **(T-1)**

1.2.3. If the Commander delegates the authority to transmit reports outside of the qualified 1C3X1s or personnel assigned to the wing, delta, installation command post, or specialized C2 element, contact information for the designated reporting element will be placed on the USAF or USSF Operational Reporting Tool. **(T-1)**

1.3. Terminology. For the purposes of this policy, Institutional and Component Field Commands are categorized under the general term 'FLDCOM.' Similarly, the ANG is functionally aligned with and referred to as a MAJCOM.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Deputy Chief of Staff, Operations (AF/A3). The AF/A3 is the functional authority for the DAF Operational Reporting System, the following will be executed through the AF 1C3 Career Field Manager (CFM) in coordination with USSF/S33:

- 2.1.1. Develop and provide DAF reporting guidance.
- 2.1.2. Develop and maintain DAF Reporting Program Matrix and Templates
- 2.1.3. Coordinate DAF Reporting System guidance with SECAF, CSAF, and CSO annually.
- 2.1.4. Develop and maintain Management Internal Control Toolset (MICT) Self-Assessment Checklists (SAC). See DAFI 90-302, *The Inspection System of the Department of the Air Force*, for further guidance.
- 2.1.5. Develop and distribute baseline DAF-level training for MAJCOM/FLDCOMs to supplement and distribute to their reporting elements.

2.2. Service Watch Cells. The Air Force Service Watch Cell (AFSWC) and the Space Force Service Watch Cell (SFSWC) primary role is to execute the administrative control responsibilities, as directed by the SECAF, for each Service. AFSWC and SFSWC are supporting elements of the National Military Command System (NMCS) that provide critical information and situational awareness to the National Military Command Center (NMCC). They are key to the information network that allows the NMCC to maintain situational awareness and support decision making at the highest levels. AFSWC and SFSWC will:

- 2.2.1. Develop and implement procedures to immediately notify designated Joint Staff (JS), SECAF, CSAF, CSO, applicable CCMD(s) and DAF staff of reportable events or incidents.
- 2.2.2. Develop and implement procedures to provide notifications to Army, Navy, Marines, and National Guard Watch Cells of OPREP-3 and DAF CCIR events that are relevant to their operations.
- 2.2.3. Maintain JS CCIR matrix and notify applicable MAJCOM, FLDCOM, DRU, and FOA commanders, through their Command Center, of applicability to NMCC.
- 2.2.4. Collaborate to ensure all DAF reports of interest to USAF or USSF are relayed to the applicable Service Watch Cell.
- 2.2.5. Continuously monitor the designated National Joint Operations and Intelligence Center (NJOIC) synchronous transmission platform for all DAF reports.
- 2.2.6. Advise lower echelons on OPREP-3 and DAF CCIR requirements to ensure reports are timely, concise, and include sufficient information to facilitate situational awareness and provide requests for information from DAF senior leaders.
 - 2.2.6.1. Reports will not be delayed for grammatical or punctuation discrepancies.
 - 2.2.6.2. Service Watch Cells retain the authority to adjust the report type if insufficient information is provided from the report originator (e.g., Initial/Final accepted as an Initial report type).

2.2.7. Assess all reports for higher category reporting requirements.

2.3. MAJCOM, FLDCOM, DRU, and FOA Command Centers will:

2.3.1. Develop and implement procedures to continuously monitor the designated synchronous and asynchronous transmission platform for pertinent information and reports.

2.3.2. Maintain applicable CCMD or headquarters component CCIR matrix.

2.3.3. Notify the applicable Service Watch Cell of CCMD CCIRs that do not meet CJCS CCIR and/or OPREP-3 and DAF CCIR criteria, but involve DAF personnel, assets, resources, and/or operations.

2.3.4. Collaborate to ensure all DAF reports of interest to USAF or USSF are relayed to the applicable Service Watch Cell.

2.3.5. Advise lower echelons on OPREP-3 and DAF CCIR requirements to ensure reports are timely, concise, and include sufficient information to facilitate decision making and provide requests for information from DAF senior leaders.

2.4. DAF Installation, Wing, and Delta Commanders will (unless indicated otherwise):

2.4.1. Accomplish reports and provide approval authority for events and incidents meeting OPREP-3 or DAF CCIR criteria.

2.4.2. Installations supporting multiple units from different MAJCOMs, FLDCOMs, or detachments will incorporate OPREP-3 and DAF CCIR reporting requirements and local requirements in a Host Tenant Support Agreement (HTSA) or establish a Memorandum of Understanding (MOU). ANG commanders retain approval authority until federally mobilized when host installation resources are not utilized. Units will utilize AFI 25-201 *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, along with other applicable guidance, when developing a MOU or HTSA.

2.4.3. Ensure subordinate echelons of command understand and adhere to OPREP-3 and DAF CCIR requirements.

2.4.4. Develop procedures to quickly obtain information and report the key elements of OPREP-3, DAF CCIRs, and additional reports outlined in this publication.

2.5. Reporting Element (1C3X1 personnel or Commander's Designated Official) will:

2.5.1. Provide initial (within 60 days of assignment) and annual training to Commanders (Installation, Wing, Delta, Group) and First Sergeants on OPREP-3 and DAF CCIR processes and requirements. Training can be conducted via email, briefings, or other methods so long as the training is documented. At a minimum, the training will include the following:

2.5.1.1. The DAF Reporting Program.

2.5.1.2. DAF Reporting Program Matrix and Templates.

2.5.1.3. Information releasable in OPREP-3s and DAF CCIRs.

2.5.1.4. Tenant Commander responsibilities.

2.5.1.5. USAF/USSF Operational Reporting Tool.

2.5.2. Provide commanders with the necessary information to facilitate an informed decision and submit timely OPREP-3s using the DAF Reporting Program Matrix and Templates.

2.5.3. Maintain, review, and validate the OPREP-3 and DAF CCIR portion of the HTSA or MOU in accordance with AFI 25-201.

2.5.4. Notify the home-station reporting element of any incidents involving their assets.

2.5.5. Monitor the designated DAF synchronous platform(s) continuously for HHQ reporting information requests, requirements, and/or notifications.

Chapter 3

DAF REPORTING SYSTEM INFORMATION

3.1. DAF Reporting System. The DAF Reporting System is used by commanders to report significant events and incidents to the appropriate level(s) of command. CJCSM 3150.03 categorizes events and incidents based on their nature. The list below does not include all reports; the complete list can be found in the CJCSM 3150.03 and DAF Reporting Program Matrix.

3.1.1. **OPREP-3 PINNACLE (OPREP-3P).** This report is used to provide the CJCS and SecWar, through the NMCC-NJOIC, with immediate notification of any incident or event with national-level interest. All variations of the OPREP-3P are listed in CJCSM 3150.03 and the DAF Reporting Program Matrix.

3.1.2. **OPREP- 3 PINNACLE NUCFLASH (OPREP-3PNF).** This report is used for an event, accident, or incident that could create the risk of a nuclear war. This report has the highest precedence in the OPREP-3 reporting structure.

3.1.3. **PINNACLE FRONT BURNER (OPREP-3PFB).** This report is used for pre-conflict occurrence of armed attack, harassment, or hostile action against US. forces, territories, or interests. **(T-0)** After the OPREP-3PFB has been submitted for a specific hostile situation, subsequent OPREP-3P reports are not required. Subsequent reporting of significant mission degradation or heavy losses, combat events and minor airfield damage resulting from the armed attack, harassment, or hostile action is reported in the SITREP. This includes the first armed attack, first chemical attack, first biological attack, and first radiological (not nuclear) attack.

3.1.4. **OPREP-3 WHITE PINNACLE (OPREP-3WP).** This is an exercise report that contains simulated time-critical information from operating forces to the NMCC and CCMD. OPREP-3WP exercises use OPREP-3P procedures and are downward directed by the CCMDs to check timeliness of the OPREP-3P report. This exercise report will be accomplished utilizing the synchronous OPREP-3P transmission procedures. **(T-0)**

3.1.5. **OPREP-3 BEELINE (OPREP-3B).** This report is used by any DAF unit to notify the SECAF, CSAF and/or CSO with information on significant events or incidents that meet DAF-level reporting criteria. These incidents meet immediate notification criteria but are not of national or international-level interest at the time of the report.

3.1.6. **DAF CCIR.** This report is used by any DAF unit to notify the SECAF, CSAF, and/or CSO with information on significant events or incidents which meet DAF-level reporting criteria but fall under the threshold for national or international-level interest requirements at the time of report. These incidences do not meet immediate notification criteria as determined by the SECAF, CSAF, and CSO.

3.2. Report Transmission Requirement. Commanders will report when an occurrence requires an OPREP-3 or DAF CCIR. **(T-1)** Commanders will follow guidance prescribed in CJCSM 3150.03, CJCSM 3150.05, DAFPD 13-1, *Command and Control Enterprise*, DAF Reporting Program Matrix, and DAF Reporting Program Templates, as well as this publication. **(T-0)**

3.2.1. The DAF Reporting Program Matrix is designed to help commanders determine if an event meets the criteria for mandatory reporting to senior leaders, including the CSAF, CSO, SECAF, CJCS, and SecWar.

3.2.2. DAF Reporting Program Templates include formats and baseline information for senior leaders' situational awareness, decision-making, or decision points.

3.2.3. DAF Reporting Program Matrix and Templates are located here: <https://usaf.dps.mil/sites/ADC2/Reports%20Miscellaneous/Forms/AllItems.aspx>

3.3. DAF Reporting Changes. As operational situations evolve, AF/A3 and/or SF/S3 have the authority to direct changes to the matrix and templates. All changes should be implemented through a DAF Mission Type Order and/or an official DAF staffing system (e.g., Enterprise Task Management Software Solution). Changes will be communicated to MAJCOMs and FLDCOMs for distribution to commanders, directors, and reporting elements at every level of command. **(T-1)**

3.4. Report Classification. Reports will be classified according to content. **(T-0)** At a minimum reports will be classified Controlled Unclassified Information (CUI), in accordance with Department of Defense Manual (DoDM) 5200.01, Vol 1, *DoD Information Security Program: Overview, Classification, and Declassification*; DODM 5200.01, Vol 2, *DoD Information Security Program: Marking of Information*; Department of Defense Instruction (DoDI) 5200.48 DAFI 16-1403, *Controlled Unclassified Information (CUI)*; and DAFI 16-1404, *Information Security Program*. **(T-0)** The report originator is responsible for assigning the proper security classification of each report, including safeguarding, downgrading, or declassification instructions.

3.4.1. When combat or combat-related speed of delivery outweighs the need for information security and after careful consideration of risks, military commanders may modify transmission of classified information as necessary to meet local conditions.

3.4.2. Reports containing Restricted Data (RD) or Formerly Restricted Data (FRD) will not be transmitted on synchronous or posted on asynchronous platforms. **(T-0)** Synchronous reporting will be accomplished via secure voice, and asynchronous reporting will be accomplished via SIPRNET e-mail.

Chapter 4

TRANSMISSION PROCEDURES AND SUPPLEMENTAL INFORMATION

4.1. Transmission Types. Reports within the DAF Reporting System utilize two distinct transmission methods: synchronous and asynchronous. The distinction between them is based on the timing and method of message receipt and acknowledgment by the HHQ element. Synchronous transmissions are designed for real-time communication where immediate confirmation of receipt is critical. This method uses technologies that facilitate a direct, virtual connection between the sender and the receiving element, ensuring the message is acknowledged instantly upon arrival. Asynchronous transmissions are used for routine or less time-sensitive communications where immediate acknowledgment is not required. With this method, messages are sent to a system where they are stored for subsequent review, processing, and distribution by personnel at the appropriate HHQ element.

4.2. Report Timing. Units will use [Table 4.1](#) for synchronous and asynchronous timing goals.

Table 4.1. Report Timelines.

CATEGORY	SYNCHRONOUS	ASYNCHRONOUS
OPREP-3 PINNACLE NUCFLASH	5 minutes from incident	1 hour from incident
OPREP-3 PINNACLE	15 minutes from incident	1 hour from incident
OPREP-3 BEELINE	30 minutes from incident	1 hour from synchronous acknowledgement
DAF CCIR	30 minutes from incident	4 hours from synchronous acknowledgement
OPREP-3 WHITE PINNACLE	20 minutes from incident	N/A

4.3. USAF Transmission.

4.3.1. USAF synchronous reporting procedures:

4.3.1.1. OPREP-3P synchronous transmissions will be accomplished in the NMCC – NJOIC chatroom (dod_njoic) on SIPRNET and followed with an immediate phone call to the JS/J3 (Comm: 703-693-5860; SVOIP: 302-221-3889; DRSN 80-228-2689). **(T-0)** These procedures are also applicable to OPREP-3WP exercises.

4.3.1.2. OPREP-3B and DAF CCIR synchronous transmissions will be accomplished in the AFSWC (af watch) chatroom on NIPRNET or SIPRNET (as applicable). **(T-1)** AFSWC and the applicable MAJCOM Command Center(s) will acknowledge synchronous transmissions within five minutes. If the report is not acknowledged within five minutes, contact the applicable MAJCOM Command Center for assistance.

4.3.1.3. If a synchronous report has been accomplished and the event is later deemed to be non-reportable, the report originator will notify the applicable MAJCOM Command Center and AFSWC. **(T-1)**

4.3.2. USAF asynchronous reporting procedures:

4.3.2.1. OPREP-3P asynchronous transmissions will be accomplished via Automated Message Handling System (AMHS) (if available), and SIPRNET email to the JS/J3 (js.pentagon.j3.mbx.njoic-chops@mail.smil.mil) and AFSWC (usaf.pentagon.af-a3.mbx.afwatch@mail.smil.mil). (T-0)

4.3.2.2. OPREP-3B and DAF CCIR asynchronous transmissions will be accomplished via asynchronous reporting tool on NIPRNET or SIPRNET (as applicable). (T-1)

4.3.2.2.1. Report originator will notify the AFSWC in the designated synchronous chatroom once the report has been posted to the asynchronous reporting tool. (T-1)

4.3.2.2.2. The applicable MAJCOM Command Center(s) and AFSWC will acknowledge asynchronous transmissions within five minutes. If the report is not acknowledged within five minutes, contact the applicable MAJCOM Command Center for assistance.

4.4. USSF Transmission.

4.4.1. USSF synchronous reporting procedures:

4.4.1.1. **Installation C2 Node/FLDCOM Command Center Only.** OPREP-3P synchronous transmissions will be accomplished in the NMCC – NJOIC chatroom (dod_njoic) on SIPRNET and followed with an immediate phone call to the JS/J3 (Comm: 703-693-5860; SVOIP: 302-221-3889; DRSN 80-228-2689). (T-0) These procedures are also applicable to OPREP-3WP exercises.

4.4.1.2. OPREP-3B and DAF CCIR synchronous transmissions will be accomplished on SIPRNET, in the Operational Reporting Tool. (T-1) SFSWC and the applicable FLDCOM Command Center(s) will acknowledge synchronous transmissions within five minutes. If the report is not acknowledged within five minutes, contact the applicable FLDCOM Command Center for assistance.

4.4.1.3. If a synchronous report has been accomplished and the event is later deemed to be non-reportable, the report originator will notify the applicable FLDCOM Command Center and SFSWC. (T-1)

4.4.2. USSF asynchronous reporting procedures:

4.4.2.1. **Installation C2 Node/FLDCOM Command Center Only.** OPREP OPREP-3P asynchronous transmissions will be accomplished via AMHS (if available), and SIPRNET email to the JS/J3 (js.pentagon.j3.mbx.njoic-chops@mail.smil.mil) and SFSWC (usaf.pentagon.haf.mbx.ussf-s3-space-force-watch@mail.smil). (T-0)

4.4.2.2. OPREP-3B and DAF CCIR asynchronous transmissions will be accomplished on SIPRNET in the Operational Reporting Tool. (T-1) SFSWC and FLDCOM Command Center will acknowledge asynchronous transmissions within five minutes. If the report is not acknowledged within five minutes, contact the applicable FLDCOM Command Center for assistance.

4.5. Synchronous and Asynchronous Outages. In the event of a synchronous and/or asynchronous outage, use the appropriate classified means available to transmit reports to the applicable MAJCOM/FLDCOM(s) and Service Watch Cell. Once Asynchronous is restored, the report originator will accomplish the report accordingly. (T-1)

4.6. Report Type. Asynchronous reports will be transmitted as Initial, Initial/Final, Follow-Up, Final, or Corrected Copy. **(T-1)**

4.6.1. Initial Reports. Reports will contain as much information as immediately available within established time parameters. **(T-1)** Initial reports will not be delayed in order to obtain additional information. **(T-1)**

4.6.1.1. When multiple rules overlap, the highest report will be utilized. **(T-1)** For reports meeting criteria for multiple rule numbers, only one rule number, and title will be reflected in the subject line. **(T-1)** Report elements will use the most severe incident in the subject line and identify additional rule numbers from the DAF Reporting Program Matrix at the end of the WHY section.

4.6.1.2. When seven calendar days have elapsed from the initial report and additional information is unable to be obtained, a final will be transmitted. **(T-1)** The applicable Service Watch Cell will determine whether to close the report or grant an extension. **(T-1)** If an extension is granted, the Service Watch Cell, in coordination with the report originator, will establish a new suspense date. **(T-1)**

4.6.2. Initial/Final Reports. Reports may be used when both prerequisites for initial and final reporting have been met. Initial/Final reports have sufficient information to complete the report, and no further information will be provided via OPREP-3 or DAF CCIR channels. **(T-1)**

4.6.3. Follow-up Reports. These reports are essential to keep HHQ informed of developing situations and provide additional details as they become available. Reports will include only new or updated information in the WHY section. **(T-1)** Reports will not repeat information previously reported in the initial or previous follow-up reports. **(T-1)** Follow-up reports are posted directly in the asynchronous system, utilizing the asynchronous transmission procedures outlined in this instruction.

4.6.4. Final Reports. These reports are submitted after the situation has stabilized, all relevant information has been gathered, and no further significant developments are expected. Reports will include only new or updated information in the WHY section. **(T-1)** Reports will not repeat information previously reported in the initial or previous follow-up reports. **(T-1)** Final reports are posted directly in the asynchronous system, utilizing the asynchronous transmission procedures outlined in this instruction.

4.6.5. Corrected Copy Reports. These reports are accomplished if an error is noticed in content (e.g., incorrect facts, incorrect timing) after transmitting the asynchronous report. **(T-1)** Reports will include a statement at the end of the WHY section stating what information was updated (e.g., corrected tail number of aircraft, corrected unit identification for member, etc.). **(T-1)** Corrected Copy reports are posted directly in the asynchronous system, utilizing the asynchronous transmission procedures outlined in this instruction.

4.6.6. Upgrade Reports. These reports are accomplished when updated information is received for an event/incident that meets the criteria of a higher-level report. **(T-1)** Upgraded reports will be transmitted as an initial report at the higher level. **(T-1)** In the upgraded report, provide all previously reported information and known facts. The Date Time Group (DTG) in the subject line of the upgraded report will be the time the information was received making the report an OPREP-3B or OPREP-3P. **(T-0)** The original report automatically closes upon transmission of the upgraded report.

4.7. Storyboards and Supplemental Information. When directed by JS or DAF leadership, the Service Watch Cells can direct units to transmit storyboards, or other supplemental information, to support senior leader's decision making. Storyboards are posted directly in the asynchronous system within four hours, utilizing the asynchronous transmission procedures outlined in this instruction. Standardized storyboard templates are available on both NIPRNET and SIPRNET asynchronous reporting tools.

4.8. Sexually Based, Alleged, or Confirmed Crime Incidents. These incidents will not be reported through OPREP-3 channels. Commanders will accomplish reporting in accordance with DAFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*. **(T-1)**

4.9. Nuclear Command, Control, and Communications (NC3). In accordance with the latest Air Forces Strategic (AFSTRAT) Operations Order (OPORD) OPERATION MATRIX GUARDIAN (OMG), nuclear units are required to report NC3 system and network degradations, outages, maintenance actions and restoration information to the Joint Force Air Component Commander NC3 Watch Center.

4.10. REFLEX DELTA/REBOUND ECHO. Installations supporting REFLEX DELTA/REBOUND ECHO will submit applicable reports IAW AFGSC OPORD 84-24, and AFGSC OPORD 24-03.

4.11. Crescent Edge Report (OPREP-3CE). These reports are transmitted when DAF program managers operating under AFI 16-701, *Management, Administration and Oversight of Special Access Programs*, have determined an event or incident involving a Special Access Program (SAP) warrants higher-level awareness.

4.11.1. Use flagwords BEELINE and PINNACLE to reference the SAP management level to be contacted.

4.11.2. DAF OPREP-3CEs will be accomplished via voice conference with their MAJCOM/FLDCOM Command Center and the applicable Service Watch Cell. **(T-1)** The voice report will only include the reporter's name, contact number, office symbol, and the program manager's contact information, if different from initiator. **(T-0)** Do not include program names or incident details.

4.11.3. Regardless of the SAP management level, the applicable Service Watch Cell will notify SAF/OCS (DAF SAP Control Office) and SF/S2X (Integrated Security Division).

Chapter 5

COMMANDER'S SITUATION REPORT (SITREP)

5.1. SITREP. The purpose of a SITREP is to keep CJCS, JS, Service Chiefs, MAJCOMs, FLDCOMs, and other government agencies apprised of existing political, military, and operational situations reflecting a unit's ability to meet requirements outlined in approved plans. SITREP is a narrative report that informs and enables higher levels of command to evaluate resources and prepare for potential effects of ongoing situations. SITREPs should be accomplished for, but not limited to, the following:

- 5.1.1. Involvement in all national and international critical situations.
- 5.1.2. All existing political, military, and operational situations and plans.
- 5.1.3. Any significant intelligence events.
- 5.1.4. Any degradation in capability, negative impact on mission readiness, the magnitude of injury or death to Department of War (DoW)-affiliated personnel upon the occurrence of a natural or manmade disaster, and when Services implement reporting using their disaster personnel and assessment system.

5.2. Format. For more amplifying information for SITREPs, refer to the DAF Reporting Program Matrix and Templates.

5.3. Transmission. SITREPs will be transmitted to the applicable Service Watch Cells and MAJCOM/FLDCOM Command Center(s). Service Watch Cells will transmit SITREPs to the NMCC-NJOIC for JS-directed reports. **(T-1)**

- 5.3.1. Reports will be transmitted no later than 0800Z, reflecting data current as of 0600Z, unless specified otherwise by a HHQ directive. **(T-1)**
- 5.3.2. SITREPs will be transmitted utilizing the applicable asynchronous transmission procedures outlined in this instruction. **(T-1)**
- 5.3.3. SITREP reporting will be terminated when the situation no longer warrants HHQ attention. The applicable Service Watch Cell can direct units to terminate reporting or the unit can request approval from the applicable Service Watch Cell to terminate reporting.

Chapter 6

HURRICANE/TROPICAL CYCLONE CONDITIONS OF READINESS

6.1. Hurricane Condition (HURCON) / Tropical Cyclone Condition of Readiness (TCCOR). The terms “Hurricane” and “Typhoon” refer to strong tropical cyclones, with “Hurricane” used in the Atlantic and Eastern Pacific, and “Typhoon” in the Western Pacific. Installations use HURCON / TCCOR warnings to prepare for these storms, identifying arrival timelines, wind speeds, sheltering, and evacuations.

6.2. Format. For more amplifying information for HURCON and TCCOR reports, refer to the DAF Reporting Program Matrix and Templates.

6.3. Transmission. These reports will be transmitted in accordance with DAF CCIR reporting procedures. **(T-1)** Commanders will transmit an initial report when there is a change in HURCON/TCCOR status and follow-up reports will be transmitted for each subsequent change. **(T-1)** Follow-up procedures will be accomplished by utilizing the follow-up procedures outlined in this instruction. **(T-1)**

6.3.1. During the general hurricane and tropical storm season, an initial report is not required for a general declaration made solely to signal the start of the hurricane and tropical storm season.

6.3.2. An initial report is required for the first change in readiness made in response to a specific storm.

Chapter 7

DEFENSE SUPPORT OF CIVIL AUTHORITIES (DSCA)

7.1. DSCA Overview. Refer to DoDD 3025.18, *Defense Support of Civilian Authorities*, DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*, and DAFI 10-801, *Defense Support of Civil Authorities*, for a more detailed description of DSCA events. In accordance with DoDD 3025.18 and DAFI 10-801, only locations within the United States, including Puerto Rico, the US Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any territory or possession of the United States, will report DSCAs. **(T-0)**

7.2. DSCA Categories. DAF response in support of civil authorities is defined as one of three categories: Domestic Emergencies, Designated Law Enforcement, or Other Activities. In response to these events, the following reports are transmitted as a Defense Support Memorandum, Defense Support Immediate Response, Defense Support Presidential Directive, or Defense Support National Special Security Event report. For more amplifying information, refer to DAF Reporting Program Matrix and Templates.

7.2.1. Defense Support Memorandum Report. Submit within two hours of initiation of support under a local MOU/MOA.

7.2.2. Defense Support Immediate Response Report. Submit within two hours of commander or DoW officials utilizing Immediate Response Authority to save lives, prevent human suffering, or mitigate great property loss.

7.2.3. Defense Support Presidential Directive Report. Submit within two hours of initiating any Presidential or SecWar-directed response, unless this action falls under Immediate Response Authority, then utilize the Defense Support Immediate Response Report. AF units may be directed by the President to perform emergency work on public or private lands that is essential for the preservation of life or property. These operations may occur prior to, but in anticipation of, a presidential declaration of a major disaster or emergency. AF involvement under this provision may be carried out for a period not to exceed 10 days.

7.2.4. Defense Support National Special Security Event Report. Submit within two hours of initiating DoW support for a National Special Security Event. Follow-up report every 24 hours and upon completion of National Special Security Event activities.

7.3. Format. For more amplifying information for DSCA reports, refer to the DAF Reporting Templates.

7.4. Transmission. Transmit all DSCA reports on the designated asynchronous reporting tool. Submit follow-up reports every 24 hours, with a final report submitted upon completion of support or when the asset returns to the home installation, in accordance with DoDD 3025.18 and DODI 3025.21.

7.5. Base Agency Requirements. The installation commander will ensure base agencies provide all the information required to complete the report. **(T-3)** Additionally, the local base comptroller will be provided with unit expenditures associated with the DSCA support and will be aware of all transmitted DSCA reports. **(T-3)**

CASE A. CUNNINGHAM
Lieutenant General, USAF
Deputy Chief of Staff for Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

CJCSM 3150.03E, *Joint Reporting Structure Event and Incident Reports*, 22 February 2022

CJCSM 3150.05F, *Joint Reporting System Situation Monitoring Manual*, 28 February 2025

DoDD 3025.18, *Defense Support of Civil Authorities (DSCA)*, 29 December 2010

DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*, 27 February 2013

DoDI 5200.48, *Controlled Unclassified Information (CUI)*

DoDM5200.01V1_AFMAN 16-1404V1, *Information Security Program: Overview, Classification, and Declassification*, 5 April 2022

DoDM5200.01V2_AFMAN 16-1404V2, *Information Security Program: Marking of Classified Information*, 6 January 2021

DoDM5200.01V3_AFMAN 16-1404V3, *Air Force Information Security Program: Protection of Classified Information*, 11 April 2022

DAFPD 13-1, *Command and Control Enterprise*

DAFI 10-2701, *Organization and Function of the Civil Air Patrol*, 16 June 2021

DAFI 10-801, *Defense Support of Civil Authorities*, 25 February 2025

DAFI 16-1403, *Controlled Unclassified Information (CUI)*

DAFI 90-160, *Publications and Forms Management*, 13 April 2022

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023

DAFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, 15 July 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 17 October 2013

AFI 16-701, *Management, Administration and Oversight of Special Access Programs*, 18 February 2014

OPORD OPERATION MATRIX GUARDIAN

AFGSC OPORD 84-24, GIANT NET

AFGSC OPORD 24-03, GIANT WIRE

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AMHS—Automated Message Handling System
ANG—Air National Guard
AFRC—Air Force Reserve Command
AFSTRAT—Air Forces Strategic
AFSWC—Air Force Service Watch Cell
C2—Command and Control
C-FLDCOM—Component Field Command
CAP—Civil Air Patrol
CCIR—Commander’s Critical Information Requirement
CCMD—Combatant Command
CFETP—Career Field Education and Training Plan
CFM—Career Field Manager
CJCS—Chairman, Joint Chiefs of Staff
CJCSM—Chairman, Joint Chiefs of Staff Manual
CSAF—Chief of Staff of the Air Force
CSO—Chief of Space Operations
DAF—Department of the Air Force
DHA—Department of Health Agency
DoW—Department of War
DRU—Direct Reporting Unit
DSCA—Defense Support of Civil Authorities
DRSN—Defense Red Switch Network
DTG—Date Time Group
FLDCOM—Field Command
FOA—Field Operating Agency
FRD—Formerly Restricted Data
HHQ—Higher Headquarters
HURCON—Hurricane Condition
HTSA—Host Tenant Support Agreement
JS—Joint Staff
MAJCOM—Major Command

MICT—Management Internal Control Toolset
MOU—Memorandum of Understanding
NIPRNET—Non-classified Internet Protocol Router Network
NC3—Nuclear Command, Control, and Communications
NMCC—National Military Command Center
NMCS—National Military Command System
NJOIC—National Joint Operations and Intelligence Center
OPORD—Operations Order
OPREP-3—Operational Report
OPREP-3B—Operational Report BEELINE
OPREP-3CE—Operational Report Crescent Edge
OPREP-3P—Operational Report PINNACLE
OPREP-3PFB—Operational Report PINNACLE FRONT BURNER
OPREP-3PNF—Operational Report PINNACLE NUCFLASH
OPREP-3WP—Operational Report WHITE PINNACLE
RD—Restricted Data
SAC—Self-Assessment Checklists
SAP—Special Access Program
SAPCO—Special Access Program Central Office
SECAF—Secretary of the Air Force
SecWar—Secretary of War
SFSWC—Space Force Service Watch Cell
SIPRNET—SECRET Internet Protocol Router Network
SITREP—Situation Report
SVOIP—Secure Voice over Internet Protocol
TCCOR—Tropical Cyclone Condition of Readiness
USAF—United States Air Force
USSF—United States Space Force

Office Symbols

AF/A3—Air Force Deputy Chief of Staff, Operations
AF/A34C—Air Force Deputy Chief of Staff Operations, Command and Control Division
JS/J3—Joint Staff Operations Directorate

SF/S2X—Space Force Deputy Chief of Space Operations for Intelligence, Integrated Security Division

SF/S3/4/7—Space Force Deputy Chief of Space Operations for Operations

SF/S33P—Space Force Command and Control Operations Policy and Procedures